

# BETHEL PARKS & RECREATION

1 SCHOOL STREET BETHEL CT 06801  
Phone: 203-794-8531 Fax: 778-7519

## Application for community use of Parks and Recreation OUTDOOR FACILITIES

### BETHEL RESIDENTS ONLY

*To be submitted to Parks & Recreation Director*

Name of Organization: \_\_\_\_\_

Individual Submitting Request: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

Purpose of Use: (check one)

Game: \_\_\_\_\_ Family picnic: \_\_\_\_\_ Tournament: \_\_\_\_\_ Special Event: \_\_\_\_\_

Practice: \_\_\_\_\_ Company picnic: \_\_\_\_\_ Other: \_\_\_\_\_

Is activity open to general public? \_\_\_\_yes \_\_\_\_no Is admission being charged \_\_\_\_yes \_\_\_\_no

RENTAL DATE requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event name: \_\_\_\_\_

Setting up time: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to cleanup time: \_\_\_\_\_

Meckauer Park		Mitchell Park		Parloa Park		Freebairn Field	
*Pavilion		Uppler Field		Overlook Park		School Complex	
*Capacity: 50 people		Lower Field		Crowe Field		Bocce Courts	
Field				Rourke Field			

Attached to this application is:

\_\_\_\_\_ \$50.00 non-refundable fee for use of Meckauer Park Pavilion.

\_\_\_\_\_ Rental fee for use of other facilities.

### SCHEDULE OF EVENTS MUST BE RECEIVED BEFORE APPROVAL OF APPLICATION

CERTIFICATE OF LIABILITY INSURANCE in the amount of \$1,000,000. Required: Yes \_\_\_\_ No \_\_\_\_

*I /we have read the policies and regulations promulgated by Bethel Parks and Recreation regarding the community use of the Parks and Recreation facilities and, as duly authorized agent for this organization, I/we agree to abide by them.*

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Signature of Applicant*

Schedule of Events Received \_\_\_\_yes \_\_\_\_no

Certificate of Liability Insurance Received \_\_\_\_yes \_\_\_\_no

Rental Fee Received/ date: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

*Facility available on above date* \_\_\_\_yes \_\_\_\_no

*Permission to use equipment* \_\_\_\_yes \_\_\_\_no

*Police required for activity* \_\_\_\_yes \_\_\_\_no

*Space has been reserved* \_\_\_\_yes \_\_\_\_no

Application : APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ Fee waived: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Park & Rec. Director*

## **GUIDELINES FOR USE OF BETHEL'S RECREATIONAL FACILITIES**

1. All fields are the property of the Town of Bethel. All use and scheduling is the responsibility of the Parks and Recreation Department and Commission.
2. Each Association/organization must submit an application for use of facilities.
3. All Participants must be completely registered with the association. Players will not be on the field unless they are registered.
4. No group or association shall take action to construct, remove, or alter any field or area scheduled for use. Any changes to field layout, equipment, buildings, fencing or other items to the field or areas require the consent of the Commission or Director. These requests should be submitted in writing at least two weeks in advance of the monthly Parks & Rec. Commission Meeting, which meets the 4<sup>th</sup> week of each month.
5. All fields and facilities should be left in the same condition as they are found and cleared of all items which the group or organization used for the activity. All equipment must be put away (bases, etc.). If weather has affected a field/facilities, the Parks & Rec. Department must be contacted prior to use or maintenance.
6. All litter and debris is required to be placed in dumpsters located at the field/school of each event. Associations will be charged if fields and facilities are not cleaned up. The fee charged will be the cost of cleaning the field. The fee is \$150.00
7. School activities have first preference for schedules on all school complex fields. Association and Parks & Recreation programs have second preference.
8. No dogs on playing fields. All dogs must be leashed. Owners are also responsible to clean up after their pet.
9. All fields and parks close at dark. All participants must leave promptly.
10. All coaches must be NYSCA certified and pass background checks. A signed Code of Ethics must be on file in the Parks and Recreation office each year.
11. The Parks and Recreation Department will provide written guidelines applicable to each organization for the use of fields and facilities and the authorized maintenance to them. Failure to comply with these guidelines may result in appropriate fines handed out accordingly. Any questions concerning field maintenance must be directed to the Parks & Recreation Director or appointed official.
12. No driving or parking of vehicles on any athletic field, playgrounds, sidewalks, or walkway adjacent to fields. Please heed parking warnings.
13. No parking in the fire lanes. Violators may be ticketed or towed.
14. No smoking/alcohol or use of drugs on any town fields or parks. Smoke free zone.
15. Each group must provide a **Certificate of Liability Insurance** in an amount of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate, providing bodily injury and property damage coverage naming the Town of Bethel as an additional insured and execute a **Facility Use Agreement which protects the Town of Bethel** from liability and property damage arising out of your use of the Town's facilities.